

(SAMPLE ONLY)

**Command Letterhead**

1500

Ser

Date

From: Commanding Officer,

To: Commanding Officer, Naval Education and Training  
Professional Development Center, Pensacola, FL

Subj: REQUEST FOR TUITION ASSISTANCE WAIVER ICO PS1 JOHN E. DOE

1. Forwarded recommending approval.

2. Subject member was enrolled in course MAT 1033 (Intermediate Algebra) at Florida State College at Jacksonville (FSCJ).

Temporary Additional Duty (TAD) on the following dates:

a. January 22 2016 - February 11 2016.

b. February 18 2016 - March 02 2016.

3. Due to this absence from class, member withdrew from the course and has received the prerequisite "W" grade. Request Petty Officer Doe is granted a waiver for involuntary withdrawal.

J. P. Jones

**This sample letter can be reworded if the reason for withdrawal was due to Permanent Change of Station (PCS), Temporary Additional Duty (TAD), Emergency Leave, Operational Commitments and Hospitalization. It must be on Command Letterhead from your CO/OIC or By Direction.**